

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 N. UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
www.mh.alabama.gov

December 3, 2021

RFP 2022-15A
Re-announcement

Dear Vendor:

The Alabama Department of Mental Health (DMH) is soliciting proposals to provide **psychological evaluations**. Request for Proposals (RFP) will be accepted until **2:00 pm on Friday, September 30, 2022**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire RFP document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

AL Department of Mental Health
Office of Contracts & Purchasing
100 North Union Street, Suite 570
Montgomery, AL 36104

MAILING NOTE:

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received.

Sincerely,

Cedric Harrison

Cedric Harrison, Director
Office of Contracts & Purchasing

Organization: ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

RFP Closing Date & Time: **Friday, September 30, 2022 by 2:00 pm**

RFP Contact Info: Leola Rogers
ADMH
Office of Contracts & Purchasing
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104
Telephone Number (334) 353-7440
Email: leola.rogers@mh.alabama.gov

MAILING NOTE:

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late.

ADDITIONAL INFORMATION

1. Who **may not** respond to this RFP? Employees of DMH and current State employees.
2. In order to transact business in the State of Alabama all businesses domestic and foreign **must register** with the Alabama Secretary of State Office. (Domestic means within the State of Alabama. Foreign means out-of-state.) Website: www.sos.alabama.gov
3. If contracted with the State of Alabama, all vendors must enroll and actively participate in E-Verify. Website: <https://www.e-verify.gov/>
4. All vendors must register with STAARS Vendor Self Service. Website: <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>
5. The Department of Mental Health reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (see mailing note), requested # of submissions not received.

Agency Overview:

The Alabama Department of Mental Health, Division of Developmental Disabilities (ADMH-DDD) provides oversight to the delivery of services through the Home and Community Based Settings (HCBS) Medicaid Waiver programs. These programs are designed for eligible individuals with intellectual and developmental disabilities to live independently in their communities.

Purpose:

ADMH DDD is seeking licensed and/or certified evaluators to provide **psychological evaluations** for HCBS Medicaid Waiver program applicants and participants to determine eligibility for services. The evaluations may include children and/or adults to consider diagnoses of intellectual disability (ID) and/or other developmental disabilities (where applicable).

Scope of Work:

1. Provide Psychological Evaluations to HCBS Waiver program applicants/participants referred by ADMH- Division of Developmental Disabilities within the state of Alabama.
2. Conduct evaluations and produce written reports that include standardized measures of intellectual ability and adaptive functioning, review of records, obtaining pertinent history, and consideration of differential diagnoses including mental health conditions. Assessments will include: Standardized Intelligence Tests (e.g., most current versions of the Wechsler Scales, Stanford Binet, and/or Differential Abilities Scale) and Standardized Adaptive Measures (e.g., most current versions of the ABAS and/or Vineland)
3. Ability to verify and interpret all psychological test results. Tests should be administered, scored, and interpreted according to the publishers' recommendations and consistent with established test administration standards.
4. Show evidence of an active license or certification by a state/national credentialing body, with documented competence and qualification to provide psychological testing to the population referred.
5. Ability to ensure provisions are made for the security of all testing materials, as well as the security of, access to, and retention of the psychological report and raw data.

Eligibility:

1. Interested RFP applicants must show evidence of an active and unrestricted license or certification from a state/national credentialing body, with documented competence and qualification to provide psychological testing in Alabama to either children and adolescents or adults, or both populations.
2. Applicants must have at least two years of professional experience performing psychological evaluations that include intellectual assessments. Preferred applicants will have experience in working with individuals who have intellectual and/or developmental disabilities.
3. Applicants must be proficient at administering and interpreting the following assessments and be able to produce work samples:
 - Standardized Intelligence Tests (e.g. most current versions of the Wechsler Scales, Stanford Binet, and/or Differential Abilities Scale).

- Standardized Adaptive Measures (e.g. most current versions of the ABAS and/or Vineland).

A. Proposal Content

Instructions must be followed or responses will not be graded.

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible.

Interested applicants should submit:

Statement of Interest

- Qualifications/experience related to the services discussed in the proposal.
- Proposed geographic locations to be served.
- Proposed age range of clients to be served.
- Location/address where services will be conducted.
- Rate for services (this should include a total rate per evaluation conducted and completed).
- All pages should be numbered consecutively beginning with **number 1** after the cover letter.
- Submit one (1) original and one (1) copy of your entire proposal. **Note: Make sure at least one copy is single-sided.**
- Clearly print on the outside of the envelope **RFP 2022-15A Psych Evaluations.**

Verification of Experience

- Professional license or certification (with evidence of active and unrestricted practice abilities).
- Professional liability insurance .
- Resume.
- Two written work samples of previously conducted evaluations that include the instruments described in the scope of work.
- Proposed timeline for completion of referred evaluations.

Your entire proposal must be received at the following address no later than **2:00 pm on Friday, September 30, 2022.**

Submit RFP Responses To:

AL Department of Mental Health
Office of Contracts & Purchasing
RSA Union Building
100 N. Union Street, Suite 570
Montgomery, AL 36104

The Department of Mental Health assumes no responsibility for expenses incurred in the preparation of the proposal and reserves the right to reject any and all proposals. Additionally, ADMH reserves the right to waive irregularities in any proposals and request clarification of any information and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

B. Evaluation Process

ADMH will examine each proposal submitted and may elect to conduct interviews with finalists.

C. Selection Criteria

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Active and unrestricted Alabama license or certification.
2. Documented qualification to conduct psychological assessments, specifically assessing intellectual ability and adaptive functioning.
3. Amount of experience performing psychological evaluations, as well as specific to the population to be assessed.
4. Availability to accept evaluation referrals from ADMH-DDD, conduct evaluations, and return written interpreted reports within a reasonable time frame.

D. Evaluation Criteria

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the reviewers will rate responses according to the following ways:

1. Expertise and knowledge of the requested service – 40%
2. Experience, reputation, and availability – 35%
3. Budget – 15%
4. Understanding of and responsiveness to the Request for Proposal – 10%

E. RFP 2022-15 SCHEDULE OF EVENTS

The following RFP Schedule of Events represents the ADMH's best estimate of the schedule that shall be followed. *Except for the deadlines associated with the vendor question and answer periods and the proposal due date, the other dates provided in the schedule are estimates.* ADMH reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the RFP website at www.mh.alabama.gov for review. All times are in Central Time.

Date	Item	Methods
December 3, 2021	RFP Release	USPS, ADMH Website, and STAARs website
RFP Submissions	1 original and 1 copy	USPS or FedEx or UPS (Review mailing note)
September 30, 2022 2:00 pm	RFP Closing Date	USPS or FedEx or UPS (Review mailing note)
Submit RFP Responses To: AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union Street, Suite 570 Montgomery, AL 36104		

RFP CONTACT PAGE

Vendor's Legal Name	
Street Address	
City, State & Zip Code	
Contact Person	
Contact Phone #	